

STATE OF CALIFORNIA
OFFICE OF THE COMMANDING GENERAL
STATE MILITARY FORCES - MILITARY DEPARTMENT
2829 Watt Avenue - P.O. Box 214405
Sacramento, California 95821

Change
No. 1

27 May 1981

Property Accountability
REAL PROPERTY ACCOUNTING AND REPORTING

1. CAL ARNGR 735-7, 21 March 1979, is changed as follows:

a. In paragraph 2, delete subparagraph b "Fort Irwin CAL ARNG Training Site."

b. Add subparagraph (5) to paragraph 6a.

(5) DA Form 272 (Register of Vouchers to Stock Record Account). Voucher registers and files shall be maintained by the Real Property Responsible Officers for each installation identified in paragraph 2 of this regulation, and by the Facility Management Officer for all other federal licensed installations in accordance with paragraph 4-6, AR 420-17.

c. Paragraph 7b(1) is superseded by the following:

(1) Facilities Inventory and Stationing Plan (FISP). Prepared and distributed quarterly by NGB-ARI-R. Changes in accordance with Appendix D of this regulation are submitted to NGB as they occur. Real Property Responsible Officers shall submit FISP changes for installations identified in paragraph 2, this regulation, through CALG-FA.

d. Make the following changes to paragraph 9.

(1) Add the title "DISPOSAL ACTIONS".

(2) Prefix the first sentence with "a.".

e. Remove Appendix D and add new Appendix D.

2. File this change in front of the publication for reference purposes.

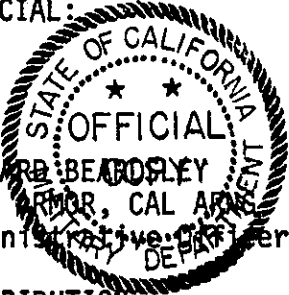
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(CALG-FA)

BY ORDER OF THE GOVERNOR:

OFFICIAL:

The seal is circular with a rope-like border. Inside the border, the words "STATE OF CALIFORNIA" are at the top, "OFFICIAL" is in the center, and "DEPARTMENT OF DEFENSE" is at the bottom. Two stars are positioned on either side of the word "OFFICIAL".
RICHARD BEADLEY
MAJ, ARNGR, CAL ARNGR
Administrative Officer

FRANK J. SCHOBBER, JR.
Major General
Commanding

DISTRIBUTION:

A

STATE OF CALIFORNIA
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2829 Watt Avenue - P.O. Box 214405
Sacramento, California 95821

CAL ARNG Regulation
No. 735-7

21 March 1979

Property Accountability
REAL PROPERTY ACCOUNTING AND REPORTING

1. PURPOSE. This regulation is designed to simplify and provide guidance for the administration and management of Federal Real Property Records. It is a consolidation of selected instructions and procedures contained in AR 405-45, 405-90, AR 415-28, AR 420-17, AR 710-2, AR 735-5 and 735-11 as well as NGR 405-80.

2. APPLICABILITY. This regulation is applicable to the following:

- a. Camp Roberts CAL ARNG Training Site
- b. Fort Irwin CAL ARNG Training Site
- c. Los Alamitos AFRC
- d. Facilities Branch CAL ARNG

3. RESPONSIBILITIES. a. The Commanding General, California National Guard is responsible for the management of utilization of all federal real estate being used by the state regardless of the type of granting instrument issued to the state. These responsibilities include but are not limited to the following:

(1) Operating, maintaining, and effectively utilizing all federally owned/controlled real property under his jurisdiction and facilities situated on state-owned/leased lands for which ARNG funding support is being provided.

(2) Ensuring that an annual utilization survey is conducted. (See Chapter 1, AR 405-70).

(3) Initiating action to excess real property that is no longer required for training of the ARNG.

(4) Submitting reports required by Paragraph 7, this regulation.

b. The commander, or supervisor, exercising immediate control over the real property, is responsible for the maintenance of Real Property Records and the timely submittal of Real Property Reports as referenced in this regulation. Each commander shall appoint a Real Property Responsible

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Officer. (See Appendix A, this regulation). The individual assigned shall be either the Facility Engineer or the Director of Industrial Operations for the installation. No other individual shall be appointed without the concurrence of the USPFO.

c. The Real Property Responsible Officer, upon appointment, shall receive property plus all proper charges against and less all authorized credits from the Assistant USPFO for Real Property, Army. The Real Property Responsible Officer shall be responsible to the Assistant USPFO for Real Property, Army, and shall assume accountability upon signing the DD Form 1354 (Transfer and Acceptance of Military Real Property) as illustrated in Appendix B, this regulation. The Real Property Responsible Officer shall be responsible to the Assistant USPFO for Real Property, Army, for safeguarding the real property, maintenance of required records as prescribed in Paragraph 6 of this regulation and timely submission of reports as prescribed in Paragraph 7 of this regulation.

d. The Assistant USPFO for Real Property, Army (CAUS-RP) is responsible for supervision, coordination and direction of matters pertaining to real estate which is federally leased, licensed or permitted for use of the California Army National Guard. He is also responsible for approval and coordination of all Real Property matters presented to the Army Installations Division, National Guard Bureau, and for establishment and maintenance of real property records and accounts for all real estate of the Federal Government being utilized by the California Army National Guard. The Assistant USPFO for Real Property, Army, has authority to sign real property documents on behalf of the USPFO. This position is assigned as an additional duty to the Facility Management Officer (CALG-FA) at this headquarters.

e. The United States Property and Fiscal Officer (USPFO) is the accountable officer for all Real Property of the Federal Government for which a DD Form 1354 has been executed, transferring it to the California National Guard.

f. The District Engineer is the field representative of the Chief of Engineers, Department of the Army, authorized to take certain actions involving real property under the jurisdiction of Secretary of the Army.

g. The Facilities Engineer at each installation is responsible to his respective Commander for overall planning, organization, control, and accomplishment of all installation facilities engineering activities, and for the systematic application of sound work management principles, including planning, estimating, scheduling, supervising, executing, recording, evaluating, and improving work performance. Additional responsibilities shall include serving as a member of the Installation Program Budget Advisory Committee for the justification of the Real Property Maintenance Activities (RPMA) portion of the installation operating program - budget; serving as director and manager of the installation RPMA program; developing

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the Unconstrained Requirements Report and the Annual Work Plan; and serving as the Installation Utilities Conservation Officer.

h. The Accountable Property Officer is the individual, military or civilian, designated and required to maintain a stock record account for the facilities engineering supply and real property maintenance activities.

4. REAL PROPERTY TERMINOLOGY. a. Real Property is defined in AR 405-90 and NGR 405-80 as lands and interests therein, leaseholds, standing timber, buildings, improvements, and appurtenances thereto. It also includes piers, docks, right-of-ways, and easements, whether temporary or permanent and improvements permanently attached to and ordinarily considered real estate. It includes installed building equipment. It does not include equipment-in-place. Sand, gravel, and stone-quarried products in their natural state are real estate. The terms "real estate" and "real property" are synonymous and interchangeable.

b. Installed Building Equipment is defined as those items of accessory equipment and furnishings, including materials for installation thereof, which are required for operation and affixed as a part of the building or facility, such as fixed overhead crane runways, elevators, lavatories, plumbing, heating, ventilating, cooling, electrical and sprinkler systems, communications systems less handsets, hot water heaters, garbage disposals, built-in furniture, drinking fountain coolers and window-type air conditioning units installed in such a manner that removal would require reconstruction of the realty. Excluded are machine tools, production and research equipment, and their foundations.

c. Equipment-in-Place is personal property consisting of capital property and other equipment of a moveable nature which has been fixed in place or attached to real estate but which may be severed or removed without destroying the usefulness of the structure. Examples are machine tools, kitchen ranges, steam tables, refrigerators, production and other tools utilized for maintenance and repair. As this property is already on the federal property books maintained by the Training Center Property Book Officer, it will not be addressed in this regulation.

d. Repair and Utility Property. That property relating to the repair, rehabilitation, and maintenance of buildings, structures, grounds, utility systems and other real property; fire protective measures thereof, the construction of alterations, additions and extensions to such existing facilities; operation of utilities; and performance of insect, rodent, and pest control measures.

e. Expendable Supplies. Those items which are consumed in maintenance, operation, or construction activities.

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f. Non-Expendable Supplies. Non-expendable supplies referred to in AR 737-5 are further defined as:

(1) Items which, while in use, are charged individually to a responsible person because of value, length of life under normal care, portability, mobility, or other pertinent reasons.

(2) Items which are installed in a building or facility and become part thereof.

5. ACQUISITION OF REAL PROPERTY. a. Requests to acquire additional real estate shall be directed to the Assistant USPFO for Real Property, Army. The Facilities Branch will review its current holdings to ensure that the request cannot be satisfied by either utilizing real estate already available or modifying existing facilities to satisfy the requirement. Upon determination that present holdings cannot satisfy the need, the following will be considered in the order listed:

(1) Training Sites.

(a) Local, County or State-owned/controlled lands.

(b) Local agreement with the commander of a military installation.

(c) Permit or license from the district engineer for use of military real estate or lands of Civil Works projects.

(d) Real property that has been declared excess to the requirements of other military departments or governmental agencies.

(e) Permit or other land use agreement from the Department of Interior or Department of Agriculture for short-term use of federal lands.

(f) Long-term requirement will be by withdrawal of land from the public domain.

(g) Exchange of lands of similar value between the State and the Federal Government.

(h) Temporary federal leasing of privately owned land.

(i) Specific Federal Legislation.

(2) Improvements.

(a) Local, County and/or State-owned/controlled structures.

(b) Federally-owned facilities provided a written declaration of availability has been obtained from the controlling command or agency.

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(c) Facilities currently being screened as excess to the needs of the military department or other Federal agencies.

(d) Temporary federal leasing for a period not to exceed five years except for leases that can be acquired for a nominal cost of \$1.00 per annum or term.

(3) Construction Sites.

(a) State-owned/controlled lands.

(b) Land currently licensed to the State.

(c) Lands under the control of the various military departments or other Federal agencies.

b. A request to obtain federally-owned real property must be accompanied by a written determination from the controlling command or agency indicating that specific facilities are available for licensing. This determination is known as a "declaration of availability" and is to include a summary justification as required by Paragraph 2-16, NGR 405-80. A written declaration of availability is not required for real property currently being screened as excess to the requirements of the controlling department or agency.

c. When it becomes necessary, or is advantageous for the ARNG to use or occupy, in whole or part, property which is under the control of the Department of Army, and it is authorized by Title 32, USC Section 503, the Secretary of the Army may:

(1) Grant a license which authorizes the State to use the property for the year-round training and support of the California National Guard. Such licenses are generally for a period of five years or less. Exception to the five-year term can only be granted by the Office of the Secretary of the Army and will only be considered when the current license is being reviewed for renewal or when the site is being acquired for the first time. An exception, if granted, cannot exceed a term of 25 years. Additionally, when the annual estimated rental of the real property exceeds \$50,000, prior Congressional approval is required.

(2) Authorize the District Engineer responsible for the execution of the license to:

(a) Provide the Facilities Engineer, Assistant USPFO for Real Property, Army, and NGB with copies of the license.

(b) Coordinate the transfer of accountability between the appropriate Real Property Responsible Officer and the Assistant USPFO for Real Property, Army.

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d. Leasing of privately-owned real estate is permissible provided all alternatives in paragraph 5a have been explored and found unfeasible. Except for a lease that can be acquired for a nominal cost of \$1.00 per annum or term, term of lease cannot exceed five years. Should this form of acquisition of real property be sought, the following actions will occur:

(1) The commander of the training site shall notify the Assistant USPFO for Real Property, Army, of the proposal and furnish the justification required by paragraph 2-16, NGR 405-80 to this headquarters ATTN: CALG-FA.

(2) The Assistant USPFO for Real Property, Army, shall investigate the local area to determine if suitable facilities are available and in turn, notify the appropriate District Engineer.

(3) If the request is approved by this headquarters, the District Engineer will be requested to negotiate the lease. A copy of the approved license will be provided to the Assistant USPFO for Real Property, Army.

e. Leasing of improvements will be on a temporary basis only until replacement facilities can be provided. Requests that require construction of buildings or improvements will not be approved unless the lease term is for 50 years and can be acquired at a nominal cost of \$1.00 per annum or term. Requests for leasing of real estate for the establishment of a range must meet the requirements of AR 385-63 and the proposed using units must have no other existing range within a 50 mile radius.

f. Subleasing of federally-owned/controlled real property that is licensed to the State and all land or improvements that are federally-leased for exclusive use of the CAL ARNG is prohibited. Requests by private parties to lease Federal property for which the USPFO is accountable shall be forwarded to NGB-ARI-R through this headquarters (CALG-FA).

g. Upon notification of authority to transfer real property the following actions will occur:

(1) Real Property Joint Inventory. A joint inventory will be conducted by the accountable property officers of the real property to be transferred. Approved copies of the joint inventory along with copies of the authorizing license shall be retained by both the Assistant USPFO for Real Property, Army, and the transferring Real Property Responsible Officer.

(2) Transfer of Accountability. Transfer of accountability shall occur upon signature by the USPFO or the Assistant USPFO for Real Property, Army, on DD Form 1354. A copy of the DD Form 1354 will be provided to the Real Property Responsible Officer, the appropriate District Engineer

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and NGR-ARI-R. The USPFO or the Assistant USPFO Real Property, Army, shall take action to delete or correct information contained in the real property joint inventory.

(3) All real property records consisting of transfer forms, real property record cards, and the engineering data file, will be transferred to the Assistant USPFO for Real Property, Army, upon receipt of the signed copy of DD Form 1354. The Assistant USPFO for Real Property, Army, will subsequently place the records under the control of the commander/supervisor exercising control over that particular property.

(a) When a complete transfer of accountability for property on active stock record accounts occurs, and when no shipment is involved, the officer being relieved of accountability and his successor will accomplish documentation effecting the transfer as shown in Appendix C, this regulation.

(b) The Assistant USPFO for Real Property, Army, on acceptance of the transfer and allied documents, is responsible to insure that adequate records are maintained to conduct the required inventories of the transferred real property as prescribed in Paragraph 6 of this regulation and that shortages are adjusted in accordance with Report of Survey Procedures in AR 735-11 and NGR 735-11.

(c) The Assistant USPFO for Real Property, Army, shall transfer accountability to the Real Property Responsible Officer in accordance with the procedure delineated in Paragraph 3c of this regulation.

6. REAL PROPERTY RECORD FILES. a. The records prescribed below will be maintained by each Real Property Responsible Officer in accordance with AR 420-17.

(1) DD Form 1354 (Transfer and Acceptance of Military Real Property). DD Form 1354 is utilized to effect transfer of real property from the active Army to the USPFO, CAL ARNG's Accountable Officer. Signature by the Assistant USPFO for Real Property, Army, accepting the real property, transfers responsibility to maintain the required records. A copy of this form will be maintained with the real property records at the facility with the original of the transfer document from CAUS-RP to the Real Property Responsible Officer. The original of the transfer document will be filed by CAUS-RP at this headquarters.

(2) DA Form 2877 (Real Property Records). The DA Form 2877 is the basic real property record. It is likened to the Federal Property Book page utilized to account for Federal property. An individual DA Form 2877 will be prepared for every building, miscellaneous structure, land category, surface area, and type of utility system identified in AR 415-28. Preparation and maintenance shall be in accordance with Appendix C, AR 420-7.

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(3) Engineering Data File. This file is not considered to be an accountable record file. It will be maintained by the Training Site Responsible Officer and will consist of the following legible drawings, maps, plans and specifications.

- (a) Regional Map
- (b) Installation Map
- (c) General Site or Installation Layout Map
- (d) General Railroad Map
- (e) General Storm Drainage Map
- (f) General Road Map
- (g) Airfield General Site Map(s)
- (h) General Tree Cover Map
- (i) General Electrical Facilities Map
- (j) General Water Facilities Map
- (k) General Sewage Facilities Map

(1) Gas distribution, steam distribution, and petroleum products storage and distribution system maps, if applicable.

(4) Materiel Management/Warehouse Operations File. A file will be established utilizing the forms specified in Chapter 7, AR 420-17 to account for expendable and non-expendable supplies. Additionally, each training site will prepare a SOP defining the management of Work Requests. As a minimum, the system must identify who used the supplies, on what date they were used and the real property involved; i.e., building number.

b. The Assistant USPF0 for Real Property, Army, is responsible for insuring that adequate records described in paragraph 6a above are properly maintained by each Training Site Real Property Responsible Officer and may periodically inspect those files for compliance with this regulation.

c. The Assistant USPF0 for Real Property, Army, (also the Facility Management Officer) will provide the records holding area for the following records:

(1) Copy of the joint inventory of the real property transferred to the State.

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(2) Copies of all joint inventories of the real property within the State between Accountable Officers as they apply to this regulation.

(3) Any other document file that affects the federal real property assets as referenced in NGR 340-18 (Maintenance and Disposition of USPF0 and TPO Records) such as:

(a) Real Property Administration Files. Documents and correspondence relating to the general administration of acquisition, management, utilization, control and disposal of federal real property.

(b) Real Property Acquisition Files. Documents accumulated in connection with acquisition of a particular real estate by purchase, transfer, donation, license, permit or lease, and notices of renewal and releases.

(c) Real Property Disposal Files. Documents and correspondence relating to the disposal of real property by sale, transfer, demolition, salvage, and other comparable means.

(d) Real Property General Maintenance Files. Documents and correspondence related to the actual operation and maintenance of the real property.

(e) Facilities Engineering Files. Documents relating to the preparation, review and approval of projects for the maintenance, repair and modification of buildings, grounds, improved areas, or other repairs and utilities projects. Include estimates, requests for approval and other related documents.

(f) Construction Contract Files. Documents pertaining to the general administration of military construction contracts, architect-engineer contracts, and related documents.

d. Annually, as of 31 December, the Real Property Responsible Officers shall review the functional file under his control and determine which files are to be forwarded to the records holding area provided by the Facilities Management Officer.

e. Together with a letter of transmittal, the Real Property Files will be forwarded to this headquarters by Registered or Certified Mail, ATTN: Facility Management Officer (CALG-FA). The signature on the Registered or Certified Mail card returned to the Real Property Responsible Officer will serve as a notification of receipt.

7. REPORTS. a. General. NGB periodically provides reporting instructions in letter form. Because the reporting requirements vary from time to time it is imperative that a current file be maintained by all concerned. Accordingly, all Real Property Responsible Officers will be

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provided a copy of letters concerning reporting procedures by the Assistant USPFO for Real Property, Army.

b. Responsibility. The following reports are the responsibility of the Facility Management Officer.

(1) Inventory and Stationing Plan. Prepared annually as of 30 June in accordance with instructions in Appendix D, this regulation.

(2) Inventory of military real property will be prepared and submitted in accordance with AR 405-45 for all federally-owned/controlled real property for which the USPFO is accountable.

(3) Results of the annual utilization survey conducted in accordance with AR 405-70 will be submitted for all real property contained in the inventory mentioned in (2) above. The original report will be retained at this headquarters (Facilities Branch) for use in conjunction with an Executive Order (EO) 11954 survey. A copy of the report will be furnished NGB-ARI-R by the Assistant USPFO for Real Property, Army. The only exception to this are those reports for training sites that have a mobilization requirement; special reports will be requested on a case-by-case basis.

(4) Upon notification of an impending EO 11954 survey, to update the report required by (3) above or prepare a report required by AR 405-70.

(5) When required, disposal reports will be prepared in accordance with Paragraph 9, this regulation.

(6) Upon occurrence, the transmittal of a letter report on damage and/or destruction of real property caused by fire, explosion, or any natural disaster to NGB-ARI-R.

c. Key punch Transcript for Real Property Inventory and BIS Report.

(1) Each facility identified in Paragraph 2 of this regulation is required to submit a quarterly report in accordance with AR 405-45, utilizing DA Forms 4581-R and 4581-1-R. Negative reports in memorandum form are required when no changes have occurred during the quarter.

(2) Reports of changes are to be forwarded to this headquarters, ATTN: CALG-FA, 30 days prior to the end of each quarter: 31 December, 31 March, 30 June and 30 September. The forms will be reviewed by CAUS-RP, then forwarded to USPFO for keypunching and transmittal directly to HQDA (DAEN-REP-I). A copy of the report will be furnished NGB-ARI-R.

d. Installation Inventory of Military Real Property is the primary output report from the real property data system. It is produced at the Office of the Chief of Engineers (OCE) as a result of the feeder data provided in Paragraph c above and is distributed annually, as of 31 March,

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to the USPFO. A copy is then provided each Facility Real Property Responsible Officer. On receipt it must be reviewed to insure all reported changes have been incorporated. Any discrepancies noted must be included in the next quarterly report.

8. INVENTORIES. a. Repair and Utility Property (Warehouse Stock). R & U Property (non-expendable and expendable) will be physically inventoried once each fiscal year. Non-expendable property will also be inventoried on transfer of property responsibility by the Real Property Responsible Officer. In the case of transfer of property responsibility, it will be a joint inventory by the incoming and outgoing Real Property Responsible Officer.

b. Real and Installed Property. All federally owned or controlled Department of the Army real property will be physically inventoried, as a minimum, once during each three year period or upon transfer of property responsibility. The inventory is the responsibility of the Real Property Responsible Officer. Adjustments to records will be accomplished as outlined in AR 405-45.

c. Certification in the form of a letter that the required inventories have been performed and listing discrepancies noted will be provided this office.

9. Any time an item of Real Property is to be deleted, destroyed, demolished, or abandoned, a DA Form 337 will be prepared in accordance with Chapter 3, AR 405-90. Approval of the request must be received prior to the actual action taking place. The request will be submitted to this headquarters, ATTN: CALG-FA, for concurrence and forwarding to the Active Army installation retaining mobilization authority over the training site.

b. Upon expiration, relinquishment, or revocation of the license agreement:

(1) The District Engineer will furnish the Real Property Responsible Officer and the Assistant USPFO for Real Property, Army, with copies of the notice of expiration of license.

(2) The Assistant USPFO for Real Property, Army, will transfer the real property, together with the real property records, back to the Department of the Army's appropriate accountability officer. If the available records of a training site are not reasonably complete, a copy of the joint inventory (fully describing the property in accordance with Army technical specifications) will be used in lieu of the real property record cards.

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APPENDIX A

DISPOSITION FORM

OFFICE SYMBOL OR FILE REFERENCE

CALG-FA

SUBJECT

Appointment of Real Property Responsible Officer

TO

FROM

DATE

CMT 1

(Real Property Responsible
Officer)

Cdr, (Installation)

(Current date)

1. Effective (date) you are appointed as Real Property Responsible Officer for this installation.
2. Authority: Paragraph 3b, CAL ARNGR 735-7.
3. Purpose: Responsible to receive property plus all proper charges against and less all authorized credits from the Assistant USFPO for Real Property, Army. The Real Property Responsible Officer shall be responsible to the Assistant USFPO for Real Property, Army and shall assume accountability upon signing the DD Form 1354 (Transfer and Acceptance of Military Real Property). The Real Property Responsible Officer shall be responsible to the Assistant USFPO for Real Property, Army for safeguarding the real property, maintenance of required records and timely submission of reports.
4. Period: Until officially relieved or released from appointment.
5. Special Instructions: A copy of this appointment will be retained with the real property records and made available to Inspectors.

(Signature Block)

DISTRUBUTION:

2 OCG-SMF ATTN: CAUS-RP
2 Individual Concerned
2 File

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APPENDIX B

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TRANSFER AND ACCEPTANCE OF MILITARY REAL PROPERTY										PAGE	OF	PAGES
1. FROM: (Installation/Activity/Service) ASST USPFO FOR REAL PROPERTY			2. OPERATING UNIT		3. DISTRICT CODE		4. OPERATING AGENCY		5. DATE 7 Jun 78		6. JOB NUMBER	
9. TO: (Installation/Activity/Service) Name & Rank Real Property Responsible Officer Ft Irwin/Camp Roberts/ Los Alamitos AFRC			10. OPERATING UNIT		11. DISTRICT CODE		12. OPERATING AGENCY		13. ACCOUNTING NUMBER		14. ACCOUNTABLE OFFICE NUMBER	
15. TYPE OF TRANSACTION										16. PROJECT NUMBER		
<input type="checkbox"/> NEW CONSTR. <input type="checkbox"/> EXISTING FAC. <input type="checkbox"/> CAPITAL IMP. <input checked="" type="checkbox"/> OTHER (Specify)										<input type="checkbox"/> BENF/O <input type="checkbox"/> PHYSICAL COM. <input type="checkbox"/> FINAN. COM. <input type="checkbox"/> OTHER (Specify)		
ITEM NO.	CATEGORY CODE	FACILITY (Category description)	NO. OF UNITS	TYPE	UNIT OF MEAS.	TOTAL QUANTITY	COST		DRAWING NUMBERS	REMARKS		
17	18	19	20	21	22	23	24		25	26		
<p>I attest that the balances shown on the Real Property Record of _____ as of the above date, are true and correct to the best of my knowledge and belief. The property has this date been transferred to the Real Property Responsible Officer for _____ (Site)</p> <p>Assistant USPFO for Real Property</p> <p>I attest that I have this date received from the Assistant to the USPFO all property pertaining to the above designated Real Property Record, plus all proper charges against and less all authorized credits to the accounts at the time of transfer, and that I have this date assumed accountability for the property pertaining to this account as shown on the attached listing.</p> <p>(Officer receiving property)</p>												
27. STATEMENT OF COMPLETION: The facilities listed hereon are in accordance with maps, drawings, and specifications and change orders approved by the authorized representative of the using agency except for the deficiencies listed on the reverse side.										28. ACCEPTED BY (Signature)		
29. TRANSFERRED BY (Signature)										DATE		
TITLE (Area Engr./Base Engr./DPWO)										TITLE (Post Engr./Base Civ. Engr./Navy Rep.)		
										30. PROPERTY VOUCHER NUMBER		

DD FORM 1354

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APPENDIX B (Continued)

30.	CONSTRUCTION DEFICIENCIES
31. REMARKS Item 15, Type of transaction: Transfer of Real Property from the Assistant USPFO For Real Property to Real Property Responsible Officer.	
INSTRUCTIONS This form has been designed and issued for use in connection with the transfer of military real property between the military departments and to or from other government agencies. It supersedes ENG Forms 290 and 290B (formerly used by the Army and Air Force) and NAVDOCKS Form 2317 (formerly used by the Navy). Existing instructions issued by the military departments relative to the preparation of the three superseded forms are applicable to this form to the extent that the various items and columns on the superseded forms have been retained. Additional instructions, as appropriate, will be promulgated by the military departments in connection with any new items appearing hereon. With the issuance of this DD form, it is not intended that the departments shall revise and reprint manuals and directives simply to show the number of this DD form. Such action can be accomplished through the normal course of revision for other reasons.	

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APPENDIX C

_____, 19____
(Place) (date)

I attest that the balances shown on the stock record account of the _____ as of the above date, last voucher

(designation of the account)
No. _____, dated _____, 19____ (or as of
close of business _____, are true and correct
to the best of my knowledge and belief. The property has this date been
transferred to _____ pursuant to _____
(name of the receiving officer)

(Order directing transfer)

(officer turning over property)

I attest that I have this date received from _____
predecessor, all property pertaining to the above designated stock record
account for which my predecessor was accountable, plus all proper charges
against and less all authorized credits to my predecessor's accounts at
the time of transfer, last voucher No. _____ dated _____,
19____ (or as of close of business), (_____, 19____) and
that I have this date assumed accountability for the property pertaining
to this account.

Approved:

(officer receiving property)

(Commanding)

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APPENDIX D

INSTRUCTIONS FOR REQUESTING CHANGES TO THE FACILITIES INVENTORY AND STATIONING PLAN (FISP).

1. To identify the specific data and column(s) entries to be changed or added, all requests must contain the following information:

a. LIN (Line) Number. Where data now appears or should appear if previously omitted. For complete new line entries leave blank, LIN number will be assigned when added to the data bank by NGCC.

b. INSTAL (Installation) Number. If location for the facility to be added already appears in the inventory, use the INSTAL number assigned to the location, otherwise leave blank.

c. Change Codes. Required for all changes or additions to the plan.

d. Column Heading Codes. Use only the codes provided with the input data directly opposite thereof.

2. CHANGE CODES:

<u>CODE</u>	<u>NOMENCLATURE</u>
A	Add new data not now contained in the plan.
C	Change or correct present data to read.
D	Delete all entries.

3. COLUMN HEADING CODES:

<u>CODE</u>	<u>NOMENCLATURE</u>
1	Name of City/Town or closest populated area
1A	Address/Location
1B	Zip Code
1C	County/Parish/Ward
1D	Congressional District
1E	Installation Name
1F	Metro Area
3	Unit Designation
3A	Authorized Strength or Contract Support Information
3B	Type Facility or Function
3C	Building/Trailer Number
3D	Ownership Source
3E	Year
3F	Capacity of Armory
3G	Net Square Feet
3H	Armory Joint-Use Information
3I	Building/Trailer Adequacy

27 May 1981

APPENDIX D (continued)

4. COLUMN HEADING CODES (eff 30 Jun 78):

CODE	NOMENCLATURE
2	Geographical Location Code
2A	GSA Location Code
2B	Army Location Code
2C	Latitude/Longitude

5. EXAMPLES:

- (1) Add new unit only. (Location/structure listed in plan)
- (2) Add new armory. (Location not listed in plan)
- (3) Change to source, capacity and adequacy data. (New addition to an existing building listed in the plan)

LINE NR	INSTAL NR	CHANGE CODE	COLUMN CODE	DATA ENTRY, IF ANY
----	01150	A	3 3A	Det 1 214 MP Co 77
----	----	A	1 1A 1B 1C 1D 3 3A 3B 3C 3D 3E 3F 3G 3H 3I	Enterprise 702 W Crawford St 36330 Coffee City CD03 HHD 31 Spt Bn 143 ARM 1 04 1977 200M 17211 02 01
0561	01205	C	3D 3F 3I	03 (Previously coded 02) 150M (Previously shown as 100M) 01 (Previously shown as 03)

1 March 1979

CAL ARNGR 735-7

(CALG-FA)

BY ORDER OF THE GOVERNOR:

OFFICIAL:

FRANK J. SCHOBBER, JR
Major General
Commanding

